



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

.....  
MONDAY MARCH 01, 2021 6:00 P.M.  
.....

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. CONSENT AGENDA

1. SIGNATURES

2. COUNCIL MINUTES

- a. 02/08/2021 Council Workshop Meeting
- b. 02/16/2021 Council Meeting
- c. 02/20/2021 Council Emergency Meeting

3. COMMUNICATIONS

- a. FY 2021 Monthly Ridership By Fixed Route
- b. Letter of Peter B. Neal Hampden Harbormaster

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Presentation of Appreciation Award to Joseph L. Rogers, retired Public Safety Director of Hampden, *requested by Public Safety Director Christian Bailey.*

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of Benjamin Dunham to the Planning Board for a five-year term.

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Request authorization for the expenditure of \$3500.00 from the Municipal Building Reserve Account 3-702-00 for HVAC control engineering, *requested by Victor Smith, Public Works Director.*

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
**MONDAY**

**MARCH 01, 2021**

**6:00 P.M.**  
.....

**AGENDA**  
.....

- b.* Request Council authorization to establish a Stormwater Reserve Account.
- c.* Request authorization to transfer \$79,900.00 out of the Streets and Roads Reserve Account 3-761-00 and into the Stormwater Reserve Account 3-760-00.
- d.* Request Council authorization to receipt \$18,285.00 into the Personnel Reserve Account to pay back contract planning expenses, being deducted from the Planning Department wage line 01-35-01-01.

- I.     MANAGER'S REPORT**
- J     COUNCILOR'S COMMENTS**
- K.     ADJOURNMENT**

**Note: Council will take a five-minute recess at 8:00 p.m.**

FOR THOSE THAT WISH TO PARTICIPATE IN THE  
REMOTE HAMPDEN TOWN COUNCIL MEETING  
ON MARCH 01, 2021, AT 6:00 PM YOU MAY  
PHONE IN USING THE FOLLOWING NUMBER  
(FOLLOWED BY THE PIN #)

**1-567-259-6517      PIN 682 480 748#**

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO  
TO THIS URL: [https://meet.google.com/  
sxb-btwg-omx?hs=122&authuser=0](https://meet.google.com/sxb-btwg-omx?hs=122&authuser=0) AND JOIN  
US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA  
AND SEPARATELY ON THE TOWN CALENDAR AT  
[WWW.HAMPDENMAINE.GOV](http://WWW.HAMPDENMAINE.GOV)

## **Using Google Meet to Participate in Hampden Town Council Remote Meetings**

### **How to join:**

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at [www.hampdenmaine.gov](http://www.hampdenmaine.gov).
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

### **Protocols for Remote Meetings:**

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

[support.google.com/a/users/answer/9282720?hl=en](https://support.google.com/a/users/answer/9282720?hl=en)



HAMPDEN TOWN COUNCIL WORKSHOP  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

FEBRUARY 8, 2021

6:00 P.M.

*In Attendance:*

*Councilor Eric Jarvi  
Councilor Ivan McPike  
Councilor Shelby Wright  
Councilor Mark Cormier  
Councilor Peter Erickson  
Councilor Allen Esposito*

*Town Manager Paula Scott  
Public Works Director Victor Smith  
Assistant Public Works Director Ralph Helms*

**A. CALL TO ORDER**

*Deputy Mayor Jarvi called the meeting to Order at 6:00 pm.*

**B. UNFINISHED BUSINESS**

**C. NEW BUSINESS**

- a. Reminder - Next Council meeting is Tuesday the 16<sup>th</sup> due to the Monday holiday.

*Deputy Mayor Jarvi reminded that with our President's Day holiday next Monday the next Town Council Meeting will be held on February 16<sup>th</sup> at 6:00 p.m.*

- b. Review of proposed amendment to the Town Council Rules of Procedure

*After discussion on Section 1.2 of Town Council Rules of Procedure there was no desire to change section 1.2 and Council leaned toward the idea of a Mayoral appointment and an alternate and the issue will be placed on the next Council Agenda. After discussion on section 6.6 of the Town Council Rules of Procedure Council consensus is changing "When a vote is passed" and inserting "Once a vote is decided" and to put this on the next Council Agenda for consideration.*

- c. Discussion on legal opinion - if available from counsel

*No discussion had.*

- d. Paving contract pre-budget discussion for April 1, 2021 request for proposals

*After discussion Council consensus was to go ahead with the proposed dollar amount with the understanding that \$50,000.00 be set aside for reserve.*

**D. ADJOURNMENT**

*Meeting adjourned at 6:51 p.m.*

*Respectfully submitted,  
Gayle C. Decker /s/  
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

C 2-b

MONDAY FEBRUARY 16, 2021 6:00 P.M.

*In Attendance:*

*Mayor Shelby Wright  
Councilor Eric Jarvi  
Councilor Mark Cormier  
Councilor Christine Cubberley  
Councilor Ivan McPike  
Councilor Allen Esposito - Remotely*

*Town Manager Paula Scott  
Town Clerk Gayle C. Decker*

*Mayor Wright called the meeting to order at 6:00 p.m.*

A. PLEDGE OF ALLEGIANCE

*Mayor Wright led the Pledge of Allegiance.*

B. APPROVAL OF THE AGENDA

**Motion:** Councilor McPike moved to approve the agenda, seconded by Councilor Jarvi.  
Vote 6-0

*Resolution: 2021 - 48*

C. CONSENT AGENDA

**Motion:** Councilor Jarvi moved to approve the consent agenda, seconded by Councilor McPike. Vote 6-0

*Resolution: 2021 – 49*

1. SIGNATURES

2. COUNCIL MINUTES

- a. 02/08/2021 Council Workshop Meeting
- b. 02/16/2021 Council Meeting

3. COMMUNICATIONS

- a. Renewal Victualer's License – Danny Costa, DBA Dunkin Donuts
- b. Proposed FY22 Budget Schedule

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

FEBRUARY 16, 2021

6:00 P.M.  
.....

MINUTES

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of a Councilor to the Planning Board as an associate member – *referred from Council Workshop.*

*Council took no action..*

F. COMMITTEE REPORTS

*Councilor Jarvi reported on the Council Workshop held on February 8, 2021.*

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council action on proposed amendment to section 6.6 of Town Council Rules of Procedure – *referred from Council Workshop.*

**Motion:** *Councilor Jarvi moved striking "When a vote is passed" and insert "Once a vote is decided", second by Councilor Cubberley. Vote 4-2*

*Resolution: 2021 - 50*

- b. Request of Council authorization to deposit \$18,000.00 from the City of Old Town into Personnel Reserve 3-733-00 for police officer training reimbursement.

**Motion:** *Councilor McPike made a motion to authorize the deposit of \$18,000.00 from the City of Old Town into Personnel Reserve 3-733-00 for police officer training reimbursement, seconded by Councilor Jarvi. Vote 6-0*

*Resolution: 2021 - 51*

I. MANAGER'S REPORT

*See attached exhibit A*

J COUNCILOR'S COMMENTS

*Councilor McPike – No comment.*

*Councilor Esposito – Stay warm Hampden.*

*Councilor Cubberley – No comment.*

*Councilor Cormier – I just got a text from Councilor Erickson and I'd like to read it. He says please express my condolences for not making the scheduled meeting I am in Greenville and not able to make the scheduled meeting.*

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

FEBRUARY 16, 2021

6:00 P.M.  
.....

MINUTES

*Councilor Jarvi – Just a reminder that the new Goals and Objectives meeting will be this Saturday at the Skehan Recreation Center beginning at 9:30 this is for the benefit of the Department Heads and Councilors and it is scheduled from 9:30 to 1:30 and it's this Saturday the 20<sup>th</sup>.*

*Councilor Wright – No comment*

K. ADJOURNMENT

*Meeting adjourned at 6:23 p.m.*

*Respectfully submitted,  
Gayle C. Decker /s/  
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.





**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: February 17, 2021  
RE: Manager's Report

- 
- Regarding the recent newspaper article about the future of the Coastal Resources facility, I want to inform the public that the DEP permit issued originally is the same permit that will be or has been transferred to Delta Thermo Energy. In order for any changes to be made to the permit, they would have to apply not only through the DEP, but also through our Planning Board. I have a link on our website under the Town News section. This links to the Municipal Review Committee's website and frequently asked questions.
  - The office renovation has begun as evidenced by our appearance with some doors missing and openings cut out. We are looking forward to completing all of the stages of this project so that we will be better able to serve our residents, especially those with accessibility challenges.
  - I would like to remind everyone that decals need to be on your vehicle in order to use the Transfer Station. The month of January was a grace period, but beginning February 1<sup>st</sup>, attendants have been turning vehicles away that do not have the decal. In addition to in person, you can purchase a decal through the mail, or over the phone and the front office staff will mail it to you.
  - At last week's Planning Board meeting, one of the components of our Leightronix, which is part of our audio/video system, lost its motor and we had to postpone the Planning Board meeting because we did not have the capability to stream, or record the meeting, nor can we currently play prior meetings on our access channel. The loaner from the vendor has shipped and Mike is working with them to determine our needs in order to upgrade the equipment. We cannot help equipment failure but want to assure the public that we are doing all we can to get operating properly again.



.....  
MONDAY

FEBRUARY 20, 2021  
AGENDA – EMERGENCY MEETING  
.....

9:00 A.M.

L. ADJOURNMENT - Deputy Mayor Jarvi adjourned the meeting at 9:15 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paula A. Scott".

Paula A. Scott, Town Manager

Note: Council will take a five-minute recess at 8:00 p.m.



Paula Scott <townmanager@hampdenmaine.gov>

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## Revised Ridership Report

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Connie Reed <connie.reed@bactsmo.org>

Fri, Jan 29, 2021 at 1:55 PM

To: Paula Scott <townmanager@hampdenmaine.gov>

Paula: I just thought about your question a little bit more and think I may not have at first understood what you are asking.

The total "ridership" is the number of rides in the month on the Hampden route. This does not indicate a total number of individual people. One individual can ride several times in one day/week/month.

I hope this clarifies your question.

[Quoted text hidden]

FY 2021 MONTHLY RIDERSHIP BY FIXED ROUTE																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitola	Capitola 2	Capitola 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
July	1,678	2,720	2,413	2,168	2,141	2,413	1,608	1,438	3,059	2,740	271	1,923	3,558	2,515	30,645	
Aug	1,500	2,774	2,378	2,133	2,483	2,187	1,677	1,382	3,027	2,436	469	1,920	3,473	2,857	30,796	32
Sep	1,480	2,598	2,473	2,578	2,729	2,131	1,792	1,378	3,043	2,777	378	2,132	3,578	2,846	31,913	965
Oct	1,587	2,846	2,680	2,569	3,086	3,111	2,345	138	3,277	3,004	503	2,229	4,194	3,050	34,619	914
Nov	1,146	2,474	2,364	1,973	2,621	2,746	2,034		2,778	2,668	392	1,756	3,674	2,527	29,153	720
Dec*	468	1,232	1,184	790	957	1,215	932		1,361	1,222	173	817	1,673	1,325	13,349	
Total YTD	7,959	14,644	13,492	12,211	14,017	13,808	10,868	4,344	16,545	14,947	2,186	10,777	20,150	15,120	176,473	2,631

\*Through December 12

FY 2020 MONTHLY RIDERSHIP BY FIXED ROUTE																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitola	Capitola 2	Capitola 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
July	3,066	4,468	3,805	4,113	4,770	4,642	4,573	2,771	6,945	4,825	792	2,784	6,137	5,186	58,877	697
Aug	3,049	4,675	4,010	4,142	4,864	4,698	4,573	2,564	6,933	4,974	1,068	3,052	6,915	5,311	60,828	712
Sep	2,939	4,259	3,656	4,475	5,386	4,185	4,117	2,359	6,169	5,057	833	3,406	6,063	5,027	57,931	737
Oct	3,255	4,915	4,264	5,149	5,692	4,769	4,628	3,077	7,110	5,245	763	3,540	7,028	5,650	65,085	823
Nov	2,898	4,574	4,005	4,225	5,064	4,085	4,064	2,607	6,401	4,728	858	3,270	6,610	5,557	58,946	655
Dec	2,981	4,531	3,975	3,935	4,372	3,848	3,674	2,401	5,969	4,456	722	2,901	6,474	4,758	54,997	701
Jan	3,016	4,731	3,899	4,149	4,901	4,196	3,882	2,569	6,247	5,087	773	2,771	6,256	5,081	57,558	798
Feb	2,653	4,518	3,800	4,077	4,838	3,693	3,819	2,421	5,965	4,554	1,011	3,003	6,126	4,836	55,314	768
Mar	2,179	4,011	3,049	3,146	3,473	3,169	3,128	2,081	5,314	3,666	603	2,330	5,131	4,076	45,336	597
Apr	1,084	2,387	1,833	1,221	1,373	1,692	1,810	1,101	3,056	1,668	405	1,184	2,734	1,954	23,502	322
May	1,182	2,574	2,121	1,387	1,567	1,855	2,074	1,167	2,711	1,866	433	1,410	2,752	2,182	25,281	484
Jun	1,462	3,009	2,405	1,755	2,049	2,446	2,290	1,508	3,316	2,578	466	1,990	3,305	2,550	31,129	581
Total	29,764	48,652	40,822	41,774	48,349	43,278	42,532	26,606	65,186	48,704	8,727	31,641	65,531	52,168	594,794	7,875

TOTAL FY20																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitola	Capitola 2	Capitola 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
July	3,066	4,468	3,805	4,113	4,770	4,642	4,573	2,771	6,945	4,825	792	2,784	6,137	5,186	58,877	697
Aug	3,049	4,675	4,010	4,142	4,864	4,698	4,573	2,564	6,933	4,974	1,068	3,052	6,915	5,311	60,828	712
Sep	2,939	4,259	3,656	4,475	5,386	4,185	4,117	2,359	6,169	5,057	833	3,406	6,063	5,027	57,931	737
Oct	3,255	4,915	4,264	5,149	5,692	4,769	4,628	3,077	7,110	5,245	763	3,540	7,028	5,650	65,085	823
Nov	2,898	4,574	4,005	4,225	5,064	4,085	4,064	2,607	6,401	4,728	858	3,270	6,610	5,557	58,946	655
Dec	2,981	4,531	3,975	3,935	4,372	3,848	3,674	2,401	5,969	4,456	722	2,901	6,474	4,758	54,997	701
Jan	3,016	4,731	3,899	4,149	4,901	4,196	3,882	2,569	6,247	5,087	773	2,771	6,256	5,081	57,558	798
Feb	2,653	4,518	3,800	4,077	4,838	3,693	3,819	2,421	5,965	4,554	1,011	3,003	6,126	4,836	55,314	768
Mar	2,179	4,011	3,049	3,146	3,473	3,169	3,128	2,081	5,314	3,666	603	2,330	5,131	4,076	45,336	597
Apr	1,084	2,387	1,833	1,221	1,373	1,692	1,810	1,101	3,056	1,668	405	1,184	2,734	1,954	23,502	322
May	1,182	2,574	2,121	1,387	1,567	1,855	2,074	1,167	2,711	1,866	433	1,410	2,752	2,182	25,281	484
Jun	1,462	3,009	2,405	1,755	2,049	2,446	2,290	1,508	3,316	2,578	466	1,990	3,305	2,550	31,129	581
Total	29,764	48,652	40,822	41,774	48,349	43,278	42,532	26,606	65,186	48,704	8,727	31,641	65,531	52,168	594,794	7,875

TOTAL FY21																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitola	Capitola 2	Capitola 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
July	3,066	4,468	3,805	4,113	4,770	4,642	4,573	2,771	6,945	4,825	792	2,784	6,137	5,186	58,877	697
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Feb	2,653	4,518	3,800	4,077	4,838	3,693	3,819	2,421	5,965	4,554	1,011	3,003	6,126	4,836	55,314	768
Mar	2,179	4,011	3,049	3,146	3,473	3,169	3,128	2,081	5,314	3,666	603	2,330	5,131	4,076	45,336	597
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Total	29,764	48,652	40,822	41,774	48,349	43,278	42,532	26,606	65,186	48,704	8,727	31,641	65,531	52,168	594,794	7,875

TOTAL FY20																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitola	Capitola 2	Capitola 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
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Total	29,764	48,652	40,822	41,774	48,349	43,278	42,532	26,606	65,186	48,704	8,727	31,641	65,531	52,168	594,794	7,875

FY 2020 MONTHLY RIDERSHIP BY FIXED ROUTE																
Month	Hamden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capitol 1	Capitol 2	Capitol 3	Hamden Street	Center Street	Center Hamden	Mail Hamden	Sturbridge Ave	Mount Hope	Total	ADA Paratransit
July	3,066	4,468	3,805	4,113	4,770	4,642	4,573	2,771	6,945	4,825	792	2,784	6,137	5,186	58,877	697
Aug	3,049	4,675	4,010	4,142	4,864	4,698	4,573	2,564	6,933	4,974	1,068	3,052	6,915	5,311	60,828	712
Sep	2,939	4,259	3,656	4,475	5,386	4,185	4,117	2,359	6,169	5,057	833	3,406	5,063	5,027	57,931	737
Oct	3,255	4,915	4,264	5,149	5,692	4,769	4,268	3,077	7,110	5,245	763	3,540	7,028	5,650	65,085	823
Nov	2,898	4,574	4,005	4,225	5,064	4,085	4,064	2,607	6,401	4,728	858	3,270	6,610	5,557	58,946	655
Dec	2,981	4,531	3,975	3,935	4,372	3,848	3,674	2,401	5,969	4,456	722	2,901	6,474	4,758	54,997	701
Jan	3,016	4,731	3,899	4,149	4,901	4,196	3,882	2,569	6,247	5,087	773	2,771	6,256	5,081	57,558	798
Feb	2,653	4,518	3,800	4,077	4,838	3,693	3,819	2,421	5,965	4,554	1,011	3,003	6,126	4,836	55,314	768
Mar	2,649	4,011	3,049	3,146	3,473	3,169	3,128	2,061	5,314	3,666	603	2,330	5,131	4,076	45,336	597
Apr	1,084	2,387	1,833	1,221	1,373	1,692	1,810	1,373	3,056	1,668	405	1,184	2,734	1,954	23,502	322
May	1,182	2,574	2,121	1,387	1,567	1,855	2,074	1,167	2,711	1,866	433	1,410	2,752	2,182	25,281	484
Jun	3,009	4,652	4,087	4,255	4,849	4,185	2,290	1,508	3,316	2,578	866	1,990	3,305	2,550	31,129	785
Total	29,764	48,657	40,822	41,774	48,349	43,278	42,532	26,404	65,186	48,706	7,277	31,631	65,331	52,169	694,764	8,875

January 29, 2021

In spite of, or perhaps in some sense, because of Covid-19, the year 2020 was very successful at Hampden's marina. In a quest for safety in terms for social distancing, what better place to be with your family than in the solitude of a boat out on the water. I have seen the parking lot nearly full of cars and trucks with empty boat trailers attached, weekend after weekend, having just launched their boats. Some are fishing, some are cruising and sightseeing, others just out to spend time with their family.

The marina also has a mutually beneficial relationship with the two businesses that have made their homes there, namely Hamlin's Marine and McLaughlin's at the Marina restaurant. Not only do they provide the area with high quality boating sales and service at Hamlin's, and delicious food at McLaughlin's, but together they employ well over 50 people. I believe a good working harbor is essential to the success of these businesses.

In spite of the successes, the marina continues to present some challenges. Silting of the launch area continues to worsen each year, shortening the safe timeframe for the launching and retrieval of boats. We have found that many of the new boaters are not aware that the eb and flow of the tide can be as much as 17 feet, at certain times of the year. In order to help alleviate the problem we have added signage, warning of the dangers that tidal waters present.

As we look at the challenges of maintaining a marina in a major river, we are trying to be proactive. Over the past year I have had a great deal of help from the staff at the Hampden Town Office, especially Paula Scott, Town Manager, Amy Ryder, Director of Economic Development, and former Public Works Director, Sean Currier. We met with Sean Mahaney from the Army Corp of Engineers, CES engineering, engineers from T Buck Construction and representatives from NOAA. Projects that they have advised on include dredging the channel, adding riprap to the riverbank to slow erosion, reinforcing the timbers lining the riverbank, and the possibility of adding a transient dock for visitors to the marina. The principal barrier that we face as always is funding. There are a number of grants that we have looked at and some that we have applied for, however, the matching funds required to complete most projects has been too high.

I remain optimistic and continue to enjoy working for the Town of Hampden as your Harbormaster.

Sincerely,

Peter B. Neal  
Hampden Harbormaster



Check One: ☒ Initial Application  
☐ Reappointment Application

**TOWN OF HAMPDEN**  
**APPLICATION FOR TOWN BOARDS AND COMMITTEES**

NAME: Dunham Benjamin Amos  
LAST FIRST MI

ADDRESS: 344 Main Rd. South Hampden 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: (207) 356-9457 \_\_\_\_\_  
HOME WORK

EMAIL: B.Dunham78@outlook.com

OCCUPATION: Home inspector / Building analyst

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Planning Board

SECOND CHOICE (OPTIONAL): open to entertain any spots

How would your experience, education and/or occupation be a benefit to this board or committee? Decades of experience in Residential Construction and Planning. Certified energy Auditor with Familiarity of Maine homes.

Are there any issues you feel this board or committee should address, or should continue to address? \_\_\_\_\_

3 YEAR

BOARD OF ASSESSMENT REVIEW  
 PERSONNEL APPEALS BOARD  
 LURA E. HOIT MEMORIAL POOL  
 HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY  
 RECREATION COMMITTEE  
 BOARD OF APPEALS  
 HISTORIC PRESERVATION COMMISSION

5 YEAR  
 PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: _____
COUNCIL COMMITTEE ACTION: _____		DATE: _____
COUNCIL ACTION: _____		DATE: _____
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

February 25, 2021

To: Paula Scott  
From: Victor J. Smith, P.E.  
Subject: Municipal Building HVAC Engineering - Reserve fund 3-702-00

We are requesting authorization to use \$3500 from Reserve Fund 3-702-00 for engineering services related to the future replacement of the Town Office HVAC system and ductwork relocation in the Fire Station to provide adequate head room in the bay to allow the new fire truck to be parked in the bay. This engineering allowed us to put out an RFP to prospective bidders for the ductwork relocation and to put out the future RFP for the HVAC control upgrades.





## Memorandum

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: February 24, 2021  
RE: Establishment of a stormwater reserve account

I am requesting authorization for Council to establish a reserve account called Stormwater Reserve, (3-760-00) which account would be for all capital stormwater expenses. I am also asking Council to then transfer funds from Streets and Roads reserve and place in Stormwater Reserve.

Currently, budgeted stormwater reserve funds are held in the Streets and Roads Reserve account which purpose is for paving, road rebuilds, curbing, etc... and doesn't have to do with stormwater. Having a separate reserve for stormwater projects would dedicate a place for those funds. This would not only help the Finance Department with the sub-accounting that always has to take place after approved funds are transferred to reserve but would also help any subsequent employees to fully understand what the funds in the account were earmarked for originally.

When you look at the current account status of the Roads and Streets Reserve account, it shows a credit balance of \$99,202.18. The \$50,000 budgeted for paving in this year's budget will be transferred in the upcoming weeks, now that the second tax due date is approaching. This would make the balance in this reserve, a credit balance of \$149,202.18. The confusing aspect is that the funds within the account are not all streets and roads funds and should be separated and encumbered for their intended purpose.

Current Balance in Streets/Roads:	\$99,202.18
FY21 Appropriation (to be transferred):	<u>\$50,000.00</u>
Total account balance:	<b>\$149,202.18</b>

FY19 Appropriation for Suckerbrook Culvert:	\$50,000.00
FY20 Appropriation for Summer St. stormwater:	<u>\$29,900.00</u>
Balance to transfer to Stormwater Reserve:	<b>\$79,900.00</b>

Remaining actual balance in Streets/Roads:	<b>\$69,302.18</b>
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# Current Account Status

## G 3-761-00 RESERVE ACCT / ROADS/STREET

-99,202.18 = Beg Bal                      0.00 = YTD Net                      -99,202.18 = Balance  
0.00 = Adjust                      0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
<b>Totals-</b>							<b>0.00</b>	<b>0.00</b>

## Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: February 24, 2021  
RE: Personnel Reserve

In September of 2020, it became apparent that our former planner was going to be out of the office for an extended amount of time due to extenuating circumstances but would still be paid not only for hours worked, but for leave time she had accrued and held on the books. She and I worked together and rewrote the previous contract that we had used with Northstar Planning and engaged Ben Smith's firm to assist us with planning initiatives, ordinances, and meetings. Because our former planner was still on the payroll, I came to the Council on September 18<sup>th</sup> and requested authorization to pay the contract planner out of the Personnel Reserve account, as it was not funded in the FY21 budget.

By November, Karen retired, and we continued paying Northstar out of the Personnel Reserve. Since I was no longer paying two planners, I should have switched payment for the contract planners to the wage line in the operating account but failed to do that. I am requesting that Council authorize the receipt of \$18,285 into the Personnel Reserve (3-733-00) to pay back the reserve account and to correctly show the wages being deducted from the Planning Department wage line. (01-35-01-01)

# Current Account Status

## G 3-733-00 RESERVE ACCT / PERSONNEL

-32,495.13 = Beg Bal  
0.00 = Adjust

285.00 = YTD Net  
0.00 = YTD Enc

-32,210.13 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
09	0240	2117	09/21/20	01214 NORTHSTAR PL	CONTRACT PLANNER	AP	1,937.50	0.00
10	0349	2124	10/14/20	01248 PLYMOUTH ENG	ENGINEERING FOR ADA	AP	1,190.88	0.00
10	0349	2123	10/14/20	01214 NORTHSTAR PL	PLANNING SERVICES	AP	4,588.75	0.00
10	0613	2124	10/14/20	01248 PLYMOUTH ENG	ENGINEERING FOR ADA	C AP	-1,190.88	0.00
12	0534	2132	12/07/20	01214 NORTHSTAR PL	OCTOBER PLANNING SERVICE	AP	2,790.00	0.00
01	0722	2137	01/19/21	01214 NORTHSTAR PL	DECEMBER PLANNING SERV	AP	2,530.00	0.00
02	0769	2139	02/01/21	01214 NORTHSTAR PL	NOVEMBER PLANNING SERV	AP	2,983.75	0.00
02	0815	2141	02/10/21	01214 NORTHSTAR PL	PLANNING SERVICES	AP	3,455.00	0.00
02	0880		02/23/21		02/23/2021 C/R	R CR	0.00	18,000.00
<b>Totals-</b>							<b>18,285.00</b>	<b>18,000.00</b>

## Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	1,937.50	0.00	0.00	0.00
October	4,588.75	0.00	0.00	0.00
December	2,790.00	0.00	0.00	0.00
January	2,530.00	0.00	0.00	0.00
February	6,438.75	18,000.00	0.00	0.00
<b>Totals</b>	<b>18,285.00</b>	<b>18,000.00</b>	<b>0.00</b>	<b>0.00</b>